This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

+ *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
+ *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
+ *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
+ *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at `http://books.google.com/`

3 3433 00065156 6

HHX

Cutter
*HH

BOSTON ATHENÆUM.

HOW TO GET BOOKS

WITH AN

EXPLANATION

OF THE

NEW WAY OF MARKING BOOKS

BY

C. A. CUTTER, A.B. (HARV.)
Librarian.

BOSTON:
PRESS OF ROCKWELL AND CHURCHILL,
No. 39 ARCH STREET.
1882.

BOSTON ATHENÆUM.

HOW TO GET BOOKS

WITH AN

EXPLANATION

OF THE

NEW WAY OF MARKING BOOKS

BY

C. A. CUTTER, A. B. (HARV.)
Librarian.

BOSTON:
PRESS OF ROCKWELL AND CHURCHILL,
No. 39 ARCH STREET.
1882.

HOW TO GET BOOKS.

A. When a particular book is wanted. PAGE

1. Through the attendants 3
   - *A.* Delivery Room.
     - New books.
     - Old books.
       - Old system of numbering. (Marks in pencil.)
       - New system of numbering. (Marks in red ink.)
   - *B.* Library.

2. To get books one's self 3
   - *A.* Delivery Room.
     - New books.
     - Old books.
   - *B.* Library.
     - Old system. (Pencil.)
     - New system. (Red ink.)

B. To find the books on any subject 5

NEW SYSTEM OF MARKING BOOKS.

Reasons for making the change 6

Classes. (How marked. List of them. How subdivided geographically. The symmetry of the system.) . . . 7

Sizes. (Four sizes distinguished. How arranged.) . . 13

Authors. (Arranged alphabetically. How kept in order.) . 14

Titles. (Works by the same author arranged alphabetically.) 16

Editions and duplicate copies. (How distinguished.) . . 17

Local index. (Why classes are not arranged in their numerical and alphabetical order. How the rooms of the building are numbered.) 18

Shelf-guides 20

Parallel libraries 20

Explanation of the work done. (Biography, History, Geography and Travels, Literature, Book arts, Literary history.) 21

Cautions. (The system only partially mnemonic. *All* about a subject seldom to be found in one place. The Catalogue the only sure guide to the place of a book. The object of arrangement by subjects.) 31

Origin of the various parts of the plan 35

LENOX LIBRARY
NEW YORK

HOW TO GET BOOKS.

A. When a particular book is wanted.

1. TO GET IT THROUGH THE ATTENDANTS.

A. In the Delivery Room. For *new* books, and for *Fiction* and *English and French Drama*, which are in the Delivery Room, ask the attendants at the desk. For *other old books* find the record of the book wanted in the catalogue at the Delivery Desk. (The method of entry is briefly explained on a leaf which follows the title-page of Part 1.) All books received since Jan. 1, 1872, must be looked for on the card supplement.

If the shelf-mark is given in **pencil**, copy that with the name of the author, the title of the book (briefly), and — if the work is in more than one volume — the number of the volume or volumes wanted, on one of the slips of paper which may be found at the Delivery Desk, and give it to an attendant, who will send it up in the order-box and deliver the book to you when it comes down.

If the class-mark is given in **red ink** copy it *exactly*, adding the number of the volume wanted, but nothing more, and give the slip to the attendant.

B. In the main Library, on the second floor, the same course should be pursued. Any of the attendants will get books. Two copies of the printed catalogue with shelf-marks stand on a table near the Arch. All books received since Jan. 1, 1872, must be looked for on the card supplement.

2. TO GET IT ONE'S SELF.

A. In the Delivery Room the *new* books on the show tables are roughly classified by subjects. Of the *old* books English Fiction is on the floor, alphabetically arranged by authors; all other Fiction and English and French Drama are in the 1st gallery; also the Revue des Deux Mondes; in the 2d gallery are the most used English periodicals, arranged alphabetically.

B. In other parts of the Library the **pencil marks** in the catalogue belong to the old system of marking and indicate the

alcove and shelf, *e.g.*, A.16 means alcove A, shelf 16. In this system the books are not marked to their exact place on the shelf, so that after finding shelf A.16 it will be necessary to hunt through the books on it to find the particular one wanted.

The **red ink** marks in the catalogue belong to the new arrangement, and correspond to the division by subjects. The characters preceding the • or — or + indicate the class. The characters following those marks are a substitute for the author's name and the title, and serve to keep the book in alphabetical order under the subject division.[1] To find it, ascertain from the "Local index"[2] (which is kept on the case of the card-supplement) in what part of the library the class stands. When you have reached that place the colored guide cards projecting from the shelves will show you where your particular subdivision is. If the mark separating the class and author characters was • look for a red guide (which will be among the smaller books); if it was — look for a green guide (among the octavos); if it was + the guide will be yellow and the book a quarto; finally, the mark / corresponds to folios, whose guide is also yellow. As the books in each section are divided into four classes according to their size, and as these signs are all that show in which of the four places a book is, it is as necessary to copy or remember them right as it is to know the class mark. Any mistake will peril the finding of the book. It is of no use to look for a — book among the • volumes. When possible the large books are put immediately under the smaller books of the same subject-division. The shelves will not always allow this, and the folios or quartos of a class may be sometimes found a little before or a little after the other books of the class, but never far off.

When the proper section is reached, the book wanted will be found in that part of the section in which its author's name falls alphabetically, Abbot, for instance, at the beginning, Mason in the middle, Weston near the end. The characters after the size-mark show its exact position; Hume's England, for instance, besides the class mark 8E has the author mark H88, and would come after a history by Hubbard, whose author-mark is H86. (For more details, see pp. 14–18.)

---

[1] *E.g.*

Class mark.	Size.	Author mark.	Title.
8 F	•	B 24	A

[2] For description, see p. 18.

B. To find the books on any subject.

The sole object of the subject-arrangement of books on the shelf is to enable inquirers to find readily what the library contains on a given topic. To save them the trouble of hunting through a needlessly large number of books the subdivision is made as minute as circumstances will allow. Any difficulties which the inquirer might have from not knowing what section of the classification contains the matter he is in search of will be in large part removed by an alphabetical subject-index now in preparation, which will show at once the class-mark of any subject, and, in combination with the Local index, will guide the inquirer directly to the spot where books on his topic are placed.

EXPLANATION OF THE NEW SYSTEM OF MARKING BOOKS.

As some persons have shown a desire to know more about the new way of numbering than was strictly necessary for getting the books, I have prepared a brief explanation of the most prominent points, in order to answer at once many questions; but it is not necessary to remember or even to understand this explanation in order to use the library.

REASONS FOR MAKING THE CHANGE.

The greater part of the shelves having become inconveniently full, some of them bearing double and some triple rows of books, and a new room having been shelved with a capacity for 50,000 volumes, it became necessary to rearrange the whole library. That implies putting new place marks on the catalogues, a work which, as it requires the greatest care to avoid errors (for a book mismarked is practically a book lost), would certainly take a long time and be expensive. And yet there is not the consolation of feeling that what is done is to be of permanent value. Our past experience shows that it would all have to be done over again within a dozen years, when, with a larger library, the task would be still more expensive. It is therefore plainly expedient to abandon the antiquated system which makes this decennial change of shelf marks necessary, and to adopt a method which will allow the books to be moved hereafter, whenever necessary, without any change of the marks on the catalogues. This can be effected by making the book-numbers indicate not a given alcove and shelf, but a given class and sub-class, and, if necessary, sub-sub-class; so that a book-number once correctly assigned will remain unchanged forever, although the place of the book be changed a hundred times; and, consequently, the cost and loss of time and liability to mistakes inherent in the other plan, will be done away with at once. For instance, it is plain that a History of England should always have the class-number assigned to English histories (8E), no matter in what part of the building that class may be placed. And any number of new works may come

into that class, yet its subject-number or letter will be unaltered.

The old method may be compared to the line in the directory which states that a man lives at 129 Grace Street; the method proposed may be compared to the army register, which says that he is captain of Company C, 5th Regiment, M.V.M. Let the regiment be marched all over the country, yet the soldier is easily found by his position in it. If the citizen moves to a new street, a new directory is needed, but the army register does not have to be altered whenever the regiment is quartered in a different town. Similarly, books may be found by their position in a certain class, though the class itself be transferred from one alcove to another, or from one building to another.

A second improvement was much needed. In the old system books are marked merely to alcove and shelf, an insufficient practice, to be found in hardly any other library of importance in the country. When one had reached the right shelf, one was far from having found one's book. It was still necessary to hunt it up, by its title, among the often badly lettered volumes, on the often ill-lighted shelf. In the new system, every book has a definite place in its section, and the mark which determines that place is legibly stamped on the back. Thus, as in other American libraries, every volume has its own mark, shared with no other volume, its proper name, by which it is absolutely identified, and by which it can be quickly and safely described in any of the operations of library management.

CLASSES.

The books are to be arranged in classes; each class being divided, and each division subdivided, as much as may be found convenient. The first nine classes are designated by the figures 1 to 9, and the remaining classes by the letters A to Z (omitting O), stamped in gold-leaf upon the lower part of the backs of the books. The divisions of each class are noted in a similar way by adding to the class mark a figure, or, when the nine figures are exhausted, a letter. Thus the divisions of the class 9 are 91, 92, 93, 94, 95, 96, 97, 98, 99, 9A, 9B, 9C, and so on to 9X, 9Y, 9Z; after which comes the next class, A, with its divisions A1, A2, etc. So V (Literature), has various divisions, as VE (the literature of England), VF (the literature of France), VG (the literature of Germany), VH (the literature of Holland), and so on. If the subdivision is carried farther in the division English literature,

the general works (VE) come first, and are followed by various subdivisions indicated by adding a third letter, as VEA, English wit and humor, VED, English drama, VEF, English fiction, VEP, English poetry. French or any other literature would be similarly divided.

The classes at present proposed are the following: —

0 General works. (General Registers, Encyclopedias, Periodicals, Societies, and Polygraphy.)

Philosophical sciences.

1 Philosophy (Mental and Moral).
2 Religion (Natural); Mythology; Religions.
3 Theology (Christian).

Historical sciences.

4 Ecclesiastical history.
5 Biography: General works, and Eastern Hemisphere.
6 " Western Hemisphere.
7 History (General); Chronology, Antiquities, etc.
8 " Eastern Hemisphere.
9 " Western Hemisphere.
A Geography: General works, and Eastern Hemisphere.
B " Western Hemisphere.

Social sciences.

C Statistics; Political economy; Commerce.
D Sociology (General); Poor; Public morality; Education.
E Government and Politics, Law (General).
F Law and Legislation, Eastern Hemisphere.
G " " Western Hemisphere.

Natural sciences.

(*Matter.*)

H Natural sciences in general; Mathematics; Mechanics; Physics (Electricity, Heat, Light, Sound, Pneumatics, Hydraulics); Chemistry; Astronomy.
I Physical geography; Geology, including Mineralogy.

(*Life.*)

I Biology; Microscopy.

J Paleontology (General); Natural history (*i.e.*, Botany and Zoölogy together); Botany.

J, K, L Zoölogy.

L Comparative anatomy and physiology; Anthropology and Ethnology.

Arts.

(*Useful arts.*)

M Medicine.

N Arts in general; Extractive arts (Mining, Agriculture; Animaliculture); Chemical arts and Domestic arts.

P Constructive arts (Building and Engineering), and Metric arts.

Q Fabricative arts (Manufactures, Handicrafts); Commercial arts.

R Combative (Military and Naval) and Preservative arts; Ship-building and Navigation; Aeronautics.

S Recreative arts (Sports and Games).

(*Fine Arts.*)

T Music; Theatre.

U Art.

Literature and Language.

V Literature: General works, and Eastern Hemisphere.

W " Western Hemisphere.

X Book-arts: Authorship, Writing, Printing, Book trade, Libraries, Bibliography, and Reading (its selection).

Y Language: General works, and Eastern Hemisphere.

Z " Western Hemisphere.

It will be noticed that in six cases a pair of numbers or of letters are assigned to a single class. The reason is that these are classes which require geographical subdivision, and the first number or letter is to be used for the Eastern Hemisphere, the second for the Western Hemisphere and Oceania. Thus, 8 means the History of the Eastern Continent, 8E the history of a division of it, — England; 6 is the History of America, and 65 the history of one division of it, — the United States. The letters assigned to the different countries are given in the following lists: —

First list[1], *to be used with* 5, 8, A, F, V, Y.

EASTERN HEMISPHERE.

1 ASIA.
1R Siberia.
2 Japan.
3 China.
4 Indo-China.
5 India.
6 Persia.

7 Arabia.
8 Palestine.
8T Dead Sea.
8U Levant.
8V Phœnicia.
8W Syria.
8X Armenia.
8Y Black Sea.
8Z Transcaucasia.
9 Asia Minor.

A EUROPE.
AX Northern Europe.
(For works including Finnish and Lappish, Slavic, Scandinavian, and Teutonic nations.)
AZ Slavic races.

B Russia.
(Including general works on the Russian Empire in Europe and Asia.)

C Scandinavia.
(Including works relating to Scandinavian and Teutonic nations together.)
CS Sweden.
CV Denmark.
CW Norway.
CY Iceland.
CX Finmark.
CZ Faroe Islands.

D British Empire (*in* Geography).
D Keltic races (*in* History, Language, *and* Literature).

Second list, to be used with 6, 9, B, G, W, Z.

WESTERN HEMISPHERE, *etc.*

1 ARCTIC REGIONS.

2 AMERICA.
3 North America.
4 British America and Canada.
5 United States.
6–C Separate states (arrangement not fully settled).

D Mexico.

[1] There are objections to the order in this list, but I have tried many other arrangements and found objections to each. The one here adopted seems to me on the whole a little better than the rest.

DR Scottish Isles.
DS Scotland.
DU Ireland.
DT Highlands.
DVZ Isle of Man.
DW Wales.
E England (*in* Geography), British Empire (*in* History *and* Biography).
F France.
G Germany.
H Netherlands.
HS 7 Northern Provinces, and Kingdom of Holland.
HU 10 Southern Provinces, and Kingdom of Belgium.
HV Flanders.
HX Spain.
HY Basque Provinces.
HZ Portugal.
I Italy.
J Roman Empire.
K Switzerland.
L Austria.
M South Eastern Europe.
N Turkey in Europe, Turkish Empire.
O Byzantine *or* Greek Empire.
P Ancient Greece.
Q Modern Greece.
R Southern Europe.
RS Mediterranean Sea.

S AFRICA.
T Egypt.
U Barbary States.
UR Tripoli.
UU Tunis.
UW Algeria.
UX Morocco.
UY Madeira.
UZ Canary Isles.
V Sahara.
W Equatorial and South Central Africa.
X South Africa.
Y Madagascar.

E Spanish America.
F Bermudas, and West Indies.
G South America.
H Guiana.
I Venezuela.
J Colombia.
K Ecuador.
L Brazil.
M Paraguay.
N Uruguay,
O Bolivia.
P Argentine Republic.
Q Patagonia.
R Chili.
S Peru.
T OCEANIA, Polynesia, Pacific Ocean.
U Sandwich Islands.
V New Guinea.
W Australia.
X Tasmania.
Y New Zealand.
Z ANTARCTIC REGIONS.

These lists are used to divide geographically the six main classes specified above: Biography (5, 6), History (8, 9), Geography and Travels (A, B), Law (F, G), Literature (V, W), Language (Y, Z).

The character appropriated to any country in the Eastern Hemisphere is used in combination with the *first* character of the several pairs, namely, with 5, 8, A, F, V, and Y, so that

5E is English biography;	5F is French biography;
8E is English history;	8F is French history;
AE is English geography;	AF is French geography;
FE is English law;	FF is French law;
VE is English literature;	VF is French literature;
YE is English language;	YF is French language;

and so on for other countries, as 5G, 5H, 5I, 5J, etc.

Similarly in the Western Hemisphere using the *second* character of the pair, we have

9E History of Spanish America,
BG Travels in South America,
G4 Canadian law,
ZT Languages of Polynesia,

or, to compare the two lists: —

55 Biography of India.	65 Biography of the U. S.
8L History of Austria.	9L History of Brazil.
AW Travels in Central Africa.	BW Travels in Australia.
YD Celtic languages.	ZD Languages of Mexico.

It will be seen that the letter E alone does not mean England, but the combination of E with the first of a pair of characters (as 5, of 5 and 6; 8, of 8 and 9; A, of A and B, and so on) means English biography or English history, or something else English, as the case may be. Thus, the combination of 5 with the first of a pair is India, with the second of the pair is United States; the union of E with the first of a pair is England, with the second is Spanish America. This arrangement was necessary because thirty-five characters were not enough to mark important countries of the world. Seventy characters, however, which this

pairing process gives, do fairly well, although a few countries of note have to be designated by two characters, as Scotland by DS (as Scotch biography, 5DS; Scottish history, 8DS; travels in Scotland, ADS; Scotch poetry, VDSP); Sweden, CS; Denmark, CV; Ireland, DU; Wales, DW.

These lists of countries can be used not only with the six pairs enumerated above, but wherever geographical division is desired, as, for example, with the pairs

X4, X5 Catalogues of manuscripts.
XE, XF Publishers and Booksellers' catalogues.
XH, XI History and catalogues of private libraries.
XK, XL History of public libraries.
XM, XN Catalogues of public libraries.
(*e.g.*, XME Catal. of Eng. libraries, XN5 Catalogues of libraries in the United States).
XT, XU Bibliography (*e.g.*, XTE Bibliography of England, XU5 Bibliography of the U.S.).
XV, XW Literary history (*e.g.*, XVE Lit. hist. of England, XW5 Lit. hist. of the U.S.).

That this correspondence of marks running through so many classes will afford great assistance to the memory is obvious. It is believed that the device has never before been applied in the notation of a classified library. No one, perhaps, can remember it all; it cannot be learned, even in part, very quickly; but those who use the library much will find that they become familiar in time unconsciously with all that they have much occasion to use.

SIZES.

As it would waste much room to fill up shelves tall enough for folios with duodecimos or even with octavos, the books in each class are divided into four sizes, indicated by the sign placed immediately after the class mark. Thus —

H3 • is a 12°, or less than 20 cm. (7.9 in.) high.
H3 – is an 8°, or between 20 and 25 cm. (7.9 and 9.8 in.) high.
H3 + is a 4°, or between 25 and 30 cm. (9.8 and 11.8 in.) high.
H3 / is a folio, or over 30 cm. (11.8 in.) high.

So far as is possible the larger books are kept underneath the smaller books belonging to the same class; so that there are four parallel sets of books running through the alcoves, one under another; thus, taking for example, the three successive classes A, B, and C: —

	Class A.	*Class* B.	*Class* C.
Upper shelves,	Duodecimo.	Duodecimo.	Duodecimo.
Middle shelves,	Octavo.	Octavo.	Octavo
Low shelves,	Quarto.	Quarto.	Quarto.
Lowest shelves,	Folio.	Folio.	Folio.

The shelf guides of the duodecimos are *red*, those of the octavos *green*, those of the quartos and folios *yellow*.

AUTHORS.

When the books are sufficiently divided according to their subjects, and then according to their sizes, they are placed in the alphabetical order of their authors' names, — an arrangement which makes it very easy to find any work as soon as one knows to what subdivision it belongs.[1] To keep them in this order they receive a numbering (called the author-mark) immediately after the size-mark, *e.g.*, "Guizot's Histoire de France" is lettered

class mark.	size mark.	author mark.
8¢ F	—	G94

This author-mark is composed of the initial[2] of the author's family name followed by figures assigned according to a table which is so constructed that the names in which G is followed by one of the *first* letters in the alphabet have the *first* numbers and those in which it is followed by *later* letters have *later* numbers, *e.g.*

Gardiner,	G16	Gerry,	G36
Gilman,	G42	Glover,	G51
Gore,	G66	Graham,	G76
Grote,	G89	Guizot,	G94

[1] The following explanation is necessarily difficult of comprehension and need not be read by any person who merely desires to find the books.

[2] If the name begins with a vowel or with S, two letters are used (as Ac, Em, It, Og, Sl, Un), because this is found in these cases to require fewer characters than the use of the initial alone.

If the books are arranged in the order of these numbers of course they will be in alphabetical order.

The table is made in this way: All the names in G, from Gaa to Gyz, are divided into nine parts. Any one falling within the first ~~second~~ part (which runs from G to Garo) is numbered G1, any one falling within the second part (Gas to Geo) is numbered G2, and so on. As there may often be several names falling within each part, provision is made to distinguish them by adding another figure. Just as the whole of the names beginning with G are divided into nine parts, so the names in the first part (G to Garo) are again subdivided into nine parts, the first (G to Gae) numbered 1, the second (Gaf to Gak) numbered 2, and so on.

This gives us the following table: —

Names beginning with any combination between G and Gae, inclusive, are numbered	G11
Names beginning with any combination between Gaf and Gak, inclusive, are numbered	G12
Names beginning with Gal are numbered . . .	G13
" " " Gam " " . . .	G14
Names beginning with any combination between Gan and Gaq, inclusive, are numbered . . .	G15

And so on.

Then in the second part of G (Gas to Geo): —

Names beginning with Gas are numbered . . .	G21
" " " Gat " " . . .	G22
" " " Gau " " . . .	G23

And so on.

If there are several names beginning with Gas, then G21 is likewise divided into nine parts, G211, G212, G213, G214, etc. And if several names still fall within the limits covered by G211, that would be farther divided into G2111, G2112, G2113, etc. So that however many names there may be, it will always be possible to give each a number that will distinguish it from every name, and will keep it in its place in the alphabet.

This process leads, however, to a result that may be at first sight confusing. When there are on the shelf a series of authors numbered G1, G2, G3, G4, G5, if several new ones arrive whose

names come between G1 and G2, and between G3 and G4, we may give them the numbers G18, G19, G35, G36, G37. If some more come in between G36 and G37, we number them G361, G362, etc. We shall have then a series of numbers running thus: G1, G18, G19, G2, G3, G35, G36, G361, G362, G37, G4, G5. That is to say, the numbers are arranged not in the order of integers (which would be 1, 2, 3, 4, 5, 18, 19, 35, 36, 37, 361, 362), but in the order of decimal fractions.

.1	.36
.18	.361
.19	.37
.2	.4
.3	.5
.35	.6

A moment's attention will show that this is precisely the order in which the classes and their divisions are arranged, *e.g.:* —

CLASS	1		1	class.
division	11		2	"
subdivision	111	*not*	3	"
CLASS	2		11	division.
division	21		21	"
subdivision	213		22	"
division	22	*and*	111	subdivision.
subdivision	221		213	"
CLASS	3		221	"
and so on.				

The order of the author-marks will appear equally simple if it is considered that G represents a class of names (all those that begin with G), of which G1 is a division (all those included between G and Garo), and G11 is a subdivision of G1, and so on.

TITLES.

The subject and author-marks might be enough to find the books by; but it is also necessary that each book should have a number differing from that of every other book, by which it can be asked for, charged, and recorded in the various processes of

library work. It also facilitates finding the works of voluminous authors like Scott, Dumas, George Sand, Anthony Trollope, to arrange their works alphabetically. For this reason, if there are two books by the same author in a subdivision, the second is distinguished by adding the initial of the title, *e.g.*: —

Freer's Married Life of Anne of Austria,	8FD–F87
Freer's Regency of Anne of Austria,	8FD–F87R

If there are many books of the same author the collected works are placed first, the separate works afterwards, alphabetically, each followed by its translations, when there are any. (Duplicate copies or other editions are distinguished by numbers.)

Milton's	Poems,	VEP.M64
"	Comus,	VEP.M64C
"	Lycidas,	VEP.M64L
"	Paradise lost,	VEP.M64P
"	Paradise regained,	VEP.M64R

If two titles begin with the same initial the second is marked by the first two letters of its name, or by the next letter of the alphabet.

TO SUM UP.

Books are divided in this library according to —

(1) their subject or literary form,
(2) their size,
(3) their author,
(4) their title;

the latter distinction being used only when there are two or more works by the same author in the same size-division of the same subject-division.

EDITIONS AND DUPLICATE COPIES.

To distinguish different editions or different copies of the same work an edition-mark is used, which is made by adding a figure to the title-mark, as

Dante's Inferno,		VIP·D2I
"	*Another edition*,	VIP·D2I2

When there is no title-mark the figure is separated from the last figure of the author-mark by repeating the size-mark, *e.g.* : —

Dante's Divina commedia,		VIP·D2
"	*Another edition*, 1700	VIP·D2·4
"	*Another edition*, 1770	VIP·D2·47
"	*Another edition*, 1800	VIP·D2·5

Translations are marked by the initial of the language into which the version is made.

Divina commedia *in English*,	VIP·D2·E
" " *in French*,	VIP·D2·F
" *another version in French*,	VIP·D2·F2
Inferno,	VIP·D2I
" *a French version*,	VIP·D2IF

This arrangement is chiefly needed for a few authors whose works are present in a considerable number of editions, as Dante, Cervantes, Molière, Camoens, Milton. For Shakespeare a special arrangement has been made.

LOCAL INDEX.

If the whole library were contained in one large room, it would be natural and easy to place the classes in the order of their numbers, class 1 at the beginning, then class 2, and so on to class z; but in a building like this, composed of rooms of different sizes and forms irregularly placed, strict numerical order cannot conveniently be observed; and it would, at any rate, be desirable to disturb that order for the sake of getting some much used classes, or parts of classes, near the Delivery Desk, and so economizing the time both of the attendants and of the public. Moreover, during the rearrangement, the books that have been re-marked have to be put wherever empty shelves can be found for them. The place of the classes can be ascertained by consulting a Local index, the first column of which contains the class-marks and the second the numbers of the different rooms, designated according to the following table: —

		Former alcoves.
0.	The Basement.	
14.	Periodical Reading Room.	118
	24. *Same: Gallery.*	100–112
15.	Delivery Room.	51–53
	25. *Same: 1st Gallery.* 25^2. *2d Gallery.*	54–60
16.	Store Room.	
17, 18.	Stairs and Hall.	
19.	American Academy.	
	29. *Same: 1st Gallery.* 29^2. *2d Gallery.*	
34.	Library Reading Room.	A–M
	44. *Same: Gallery.*	N–Z
35.	Upper Delivery Room.	1–5
	45. *Same: Gallery.*	6–10
36.	Trustees' Room.	61
	46. *Same: 1st Gallery.* 46^2. *2d Gallery.*	62–66
37.	Hall.	
38.	Newspaper Room.	34–39
	48. *Same: 1st Gallery.* 48^2. *2d Gallery.*	40–49
39.	Art and Science Room.	11–17
	49. *Same: 1st Gallery.* 49^2. *2d Gallery.*	18–33
54.	Upper Library.	A*–M*
	64. *Same: Gallery.*	N*–Z*
55.	Professional Room.	71–83
	65. *Same: Gallery.*	84–90
56.	Closet.	
57.	Hall.	
58.	Over Newspaper Room.	
59.	North-east Upper Room.	

In this table the first figures, when odd, 1, 3, 5, denote the floor; the first figures, when even, 2, 4, 6, denote the galleries; the second figure designates the particular room on each floor, the numbering beginning at the south-west corner and following the sun.

N.B. In consulting the Local index for the place of a *class*, pay no regard to the letter after the size-mark, that is, to the first letter of the author-mark. (*E.g.*, if the mark given in the catalogue is VG·H15, look in the Local index for VG, not for VGH.) And, in general, it will be found that the marks are easier to read and to remember if one thinks of them as signifying four distinct things, — the *class*, the *size*, the *author*, and the *title*.

SHELF GUIDES.

To facilitate finding the various classes, signs are put at the beginning and at the end of each subdivision. They are pieces of pasteboard 14 cm. (5½ in.) high, and projecting about 10 cm. (or 4 in.) from the shelf, bearing the words, "Here ends section" (or, "Here begins section," followed by the name of the section, as "Here begins section 8FD, Reign of Louis XIV."). The two parallel series of classes (duodecimo and octavo) are distinguished by the color of the guides, which is *red* for the upper or smaller series, and *green* for the lower or octavo series. The quartos and the folios will both have *yellow* signs, as there can be no difficulty of distinguishing them from one another at a glance.

When a large subdivision (as English fiction, English biography) spreads its alphabet over a number of shelves, similar signs (on *gray* pasteboard) show where the letters of the alphabet begin and end.

THE PARALLEL LIBRARIES.

It is part of the plan ultimately to make several parallel libraries, consisting of (1) the most used books, (2) those more seldom called for, or entirely obsolete, (3) those which are too costly or otherwise not proper to be exposed on the shelves, (4) the unbound pamphlets. Each will be marked with the same class-marks; but they will be distinguished by prefixing to the mark of the second a colon, : , of the third the sign ❀ or ϑ, of the fourth the sign ¶. For example: —

8E·G82	Green's History of England.
:8E·H39	Henry's " " "
¶5E·F94	Brief memoir of Eliz. Fry (a pamphlet).

The mark: added to a shelf-guide in the first library will indicate that its class is represented in the second library, and that he who wants all that there is on the subject must look in both places.

The first library will be kept in the Delivery Room and the present Library Reading Room; the second library in the less accessible upper story, and the pamphlets in a room that can be locked.

EXPLANATION OF THE PART OF THE WORK DONE, OR NOW DOING.

Biography (5 *and* 6).

Biography is divided by countries.[1] In the general class, and under each country, may be the sections: —

.5	Dictionaries.
.7	Periodicals.
.91–95	Collective biography of periods.
.99	Family and class biographies.
.9	Other collective biographies.

Then comes individual biography arranged by the names of the subjects. When there are two lives in one volume the first mentioned in the title determines the place. Works containing three or more lives are put with the collections.

Lives of *kings*, *regents*, and *queens regnant*, are put, not in Biography, but in History (8 and 9).

Lives of *Fathers of the Church* and *Popes* are put with Church history (class 4), where is also collective ecclesiastical biography; but individual ecclesiastical biography is in classes 5 and 6.

Lives of *actors*, *artists*, and *musicians*, are put with the classes Theatre and Music (T) and Art (U).

History (8 *and* 9).

History is divided by countries. In the general class and under each country there may be the sections: —

.5	Dictionaries.
.7	Periodicals.
.8	Publications of historical societies.
.9	Collections of three or more authors.

Then follow general histories arranged alphabetically by authors; then the histories of particular periods, and, lastly, the local history, which is always subdivision z, *e.g.* (8E being English history): —

8EZD	History of Durham.
8EZY	History of Yorkshire.

[1] At present. It may turn out to be more convenient to arrange all *individual* biography on the shelves in one alphabetical series, confining the arrangement by countries to the *collective* biography.

Lives of kings, regents, and queens regnant, are put in the sections containing the history of their respective reigns.

History of Russia (8B).

8B General works.
8B1 Early history; and Grand Dukes (862–1533).
8B2 Czars (1533–1613).
8B3 House of Romanof.
8B4 Peter the Great (1689, Emperor 1721–25).
8B5 Katherine I. (1725–27).
8B5P Peter II. (1727–30).
8B6 Anne (1730–40).
8B6I Ivan VI. (1740–41).
8B7 Elizabeth (1741–62).
8B7P Peter III. (1762).
8B8 Katherine II. (1762–96).
8B9 Paul (1796–1801).
8BA Alexander I. (1801–25).
8BB Nicholas (1825–55).
8BC Alexander II. (1855–81).
8BD Alexander III. (1881–).

History of England (8E).

8E General histories.
8E·5 Dictionaries.
8E·6 Tables, Historical maps, Chronology.
8E·7 Periodicals.
8E·8 Societies.
8E·9 Collections.
8E1 Early and medieval history.
8E11 British period.
8E12 Roman period.
8E13 Saxons and Danes.
8E14 Egbert (800–36).
8E15 Ethelwulf (836–56).
8E16 Ethelbald (856–60).
8E17 Ethelbert (860–66).
8E18 Ethelred I. (866–71).
8E1A Alfred (871–901).
8E1B–8E1N Edward I.–III. (901–1066).
8E1P Harold II. (1066).
8E1Q *Norman conquest and following period* (1066–1399).

8E1R William I. (1066–87).
8E1S William II. (1087–1100).
8E1F Henry I. (1100–34).
8E1U Stephen (1134–54).
8E2 *Plantagenets* (1154–1399).
8E21 Henry II. (1154–89).
8E22 Richard I. (1189–99).
8E23 John (1199–1216).
8E24 Henry III. (1216–72).
8E25 Edward I. (1272–1307).
8E26 Edward II. (1307–27).
8E27 Edward III. (1327–77).
8E28 Richard II. (1377–99).
8E29 *Houses of Lancaster and York* (1399–1485).
8E2A House of *Lancaster* (1399–1461).
8E2B Henry IV. (1399–1413).
8E2C Henry V. (1413–22).
8E2D Henry VI. (1422–61).
8E2E House of *York* (1461–85).
8E2F Edward IV. (1461–83).
8E2G Edward V. (1483).
8E2H Richard III. (1483–85).
8E3 House of *Tudor* (1485–1603).
8E37 Henry VII. (1485–1509).
8E38 Henry VIII. (1509–47).
8E4 Edward VI. (1547–53).
8E5 Mary I. (1553–58).
8E6 Elizabeth (1558–1603).
8E7 *Stuarts* (1603–1714).
8E8 James I. (1603–25).
8E9 Charles I. (1625–49).
8EA *Commonwealth and Protectorate* (1649–1660).
8EB Charles II. (1660–85).
8EC James II. (1685–88).
8ED William III. and Mary (1689–1702).
8EE Anne (1702–14).
8EF *House of Hanover* (1714–).
8EG1 George I. (1714–27).
8EG2 George II. (1727–60).
8EG3 George III. (1760–1820).
8EG4 George IV. (1820–30).

8EG5 William IV. (1830–37).
8EH Victoria (1837–).

8EY Social history.
8EZ Local history.

History of France (8F).

8F General histories.
8F•6 Tables.
8F•7 Periodicals.
8F•8 Societies.
8F•9 Collections.
8F3 Gaul in general and before the Romans.
8F4 Gaul under the Romans.
8F5 Franks.
8F6 1st race, Merovingians (428–752).
8F61 Meroveus (448–58).
8F64 Childeric (458–81).
8F67 Clovis (481–511).
8F6A–8F6Z Successors of Clovis, Kings of the Franks, of Austrasia, Neustria, and Burgundy.
8F7 2d race, Carlovingians (752–936).
8F71 Pepin (752–68).
8F75 Charlemagne (768–814).
8F7A Louis le débonnaire (814–40).
8F7F Charles le chauve.
8F7K Successors of C:, Louis II., etc. (877–84).
8F7P Charles le gros (884–88).
8F7U Raoul (923–36).
8F8 3d race (987–1328).
8F81 Hugh Capet (987–96).
8F84 Robert II. (996–1031).
8F87 Henri I. (1031–60).
8F8A Philippe I. (1060–1108).
8F8D Louis IV. le gros (1108–37).
8F8G Louis VII. le jeune (1137–80).
8F8J Philippe II. Auguste (1180–1223).
8F8M Louis VIII. cœur de lion (1223–26).
8F8P Louis IX. (1226–70).
8F8S Philippe III. le hardi (1270–85).
8F8U Philippe IV. le bel (1285–1314).

8F8X Successors of Philippe IV. (1314–28).
8F8Z 3d race *and* Valois (987–1589).
8F9 Valois.
8F91 Philippe VI. (1328–50).
8F93 Jean II. (1350–64).
8F95 Charles V. (1364–80).
8F97 Charles VI. (1380–1422).
8F9A Charles VII. (1422–61).
8F9C Louis XI. (1461–83).
8F9F Charles VIII. (1483–98).
8F9H Louis XII. (1498–1515).
8F9K François I. (1515–47).
8F9N Henri II. (1547–59).
8F9R François II. (1559–60).
8F9S The wars of religion (1559–98).
8F9U Charles IX. (1560–74).
8F9X Henri III. (1574–89).
8F9Y The League (1576–93).
8F9Z Valois *and* Bourbons (1328–1792).
8FA Bourbons.
8FB Henri IV. (1589–1610).
8FC Louis XIII. (1610–43).
8FD Louis XIV. (1643–1715).
8FE Louis XV. (1715–74).
8FF Louis XVI. (1774–1792).
8FFP Ancien Régime (1643–92).
8FFR Imprisonment of the King (1789–92).
8FG Revolution and 1st Republic (1789–1804).
8FG1 Convention (Sept. 17, 1792–Nov. 1, 1795).
8FGA Directory (Nov. 1, 1795–Nov. 9, 1799).
8FGK Consulate (Dec. 24, 1799–1804).
8FH Consulate and Empire *and* 1st Empire and Hundred Days (1804–15).
8FHN Works of Napoléon I.
8FHR Lives of Napoléon I.
8FHV 1st Captivity and Hundred Days.
8FHW Captivity at St. Helena.
8FHX History of the 19th Century.
8FI Restauration.
Louis XVIII. (1815–24).
Charles X. (1824).

8FJ Government of July, Louis Philippe (1824).
8FK 2d Republic (1848).
8FKD The Coup d'Etat, Dec. 1851, and the "Presidency for ten years."
8FL 2d Empire (Dec. 2, 1852–70).
8FLR Life of Napoleon III.
8FM 3d Republic (Sept. 4, 1870–).
8FM1 1870–72 in general, both under the Empire and after the Prussian war.
8FM2 Government of National Defence (Sept. 4, etc.) and Siege of Paris by the Prussians (Aug. 7, 1870–Mar. 1, 1871).
8FM3 Commune and Siege of Paris by Thiers (March 18–May 24).
8FM4 Presidency of Thiers (Feb. 17, 1871).
8FM5 Presidency of McMahon (Nov. 20, 1873–79).
8FM6 Presidency of Grévy (Jan. 30, 1879–).

8FY Social history.
8FZ Local history.

History of Spain (8HX).

8HX0 Early history.
8HX1 Romans in Spain (B.C. 217–A.D. 414).
8HX2 Visigoths in Spain (414–711).
8HX3 Moors (Cordova, Granada) (711–1492).
8HX4 Aragon, Castile, Leon, Navarre.
8HX5 Spain: Ferdinand (1512–16).
(Including lives of Ferdinand and Isabella of Aragon and Castile.)
8HX6 Charles I. (Charles V. of Germany) (1516–56).
8HX7 Philip II. (1556–98).
8HX8 Philip III. (1598–1621).
8HX9 Philip IV. (1621–1665).
8HXA Charles II. (1665–1700).
Bourbons.
8HXB Philip V. (1700–46).
Succession war, 1701.
8HXC Ferdinand VI. (1746–59).
8HXD Charles III. (1759–88).
8HXE Charles IV. (1788–1808).
8HXF Joseph Napoleon (1808–14).

8HXG Ferdinand VII. (1814–33).
8HXH Isabella II. (1833–68, 70).
8HXI Amadeus (1870–73).
8HXJ Republic (1873–75).
8HXK Alfonso (1875–).

8HXY Social history.
8HXZ Local history, alphabetically arranged.

8HXY Basque Provinces.

History of Portugal (8HZ).

8HZ1 Early history, Romans.
8HZ2 Goths.
8HZ3 Moors.
8HZ4 Counts (1095–1139).
8HZ5 Alfonso I.–III. (1139–1279).
8HZ6 Dionysius – Ferdinand (1279–1383).
8HZ7 John I. – Alfonso V. (1383–1481).
8HZ8 John II. – Henry (1481–1580).
8HZ9 Spanish rule (1580–1640).
8HZA John IV., V. (1640–1750).
8HZB Joseph (1750–77).
8HZC Maria (1777–1816).
8HZD John VI. – Pedro IV. (1816–26).
8HZE Maria II. and Miguel (1826–53).
8HZF Pedro V. (1853–61).
8HZG Luis I. (1861–).

8HZY Social history.
8HZZ Local history.

Geography, including travels (A *and* B).

Geography is divided by countries. In the general class, and under each country, there may be the sections: —

.5 Dictionaries.
.6 Guide books.
.7 Periodicals.
.8 Publications of geographical societies.
.9 Collections of three or more authors.

Then follow the general works arranged alphabetically by authors' names; next, local works, the name of the place determining the subsection, as

AE	Travels in England.
AEL8	Description of London.
AEN7	Tour in Norfolk.

Literature (v *and* w).

Literature is divided by countries:[1] — Under each country there may be the groups: —

.8 Societies.
.9 Collections of three or more authors.[2]

Then follow the works of individual writers (arranged alphabetically by authors' names), including the collected works of single authors, and all the writings that do not fall under some one of the following special heads[3]: —

---

[1] To the marks for literature which can be made by the use of the lists on pp. 10, 11 the following may be added: —

VDR	Literature of Scotland.
VDS	Literature in Lowland Sco h.
VDT	Gaelic literature.
VDU	Literature in the Irish language.
VDUZ	Manx literature.
VDW	Welsh "
VDWZ	Cornish "
VDX	Breton "
VDY	Anglo-Saxon "
VDZ	Anglo-Roman "
VH	Dutch "
VHV	Flemish "
VHW	Walloon "
VR	Romance "

[2] How .9 is divided may be shown best by taking England as an example: —

.91	Early literature to Elizabeth.
.92	Elizabethan.
.93	Stuarts.
.94	Anne and the Georges.
.95	Victoria.
.96	The future.
.97	
.98	
.99	Local.
.9	General collections.

[3] These special heads, of course, come in due order after general works, *e.g.*, VE, VE2, VE3, and so on.

2 Periodicals.
3 Essays, Lectures, and the like.
4 Ana, "Thoughts," etc.
5 Letters (literary and miscellaneous[1]).
6 Orations.
7 Proverbs, Maxims, etc.
A Wit and humor.
B Prose satire.
C Parodies.
D Drama.
E Dialogues.
F Fiction.
G English translations of foreign fiction.
H Fables.
I Imaginary voyages, visions, allegories.
K Fairy tales.
L Legends, Sagas, Medieval prose romances.
M Popular literature in general.
N Ballads, songs.
O Poetical romances of the Middle Ages.
P Poetry.
Q Dialects.

Thus, VE is English literature; VED English drama; VEN English ballads; VEP English poetry; VEQ works in dialects of the English language; VF French literature; VFD French drama, and so on.

Book arts (X).

Divided into Book production, Book distribution, Book storage, and Book description. The first three are arranged in the order in which they follow one another in the history of a book.

X Book arts in general.

Book production.

X1 Authorship, including rhetoric and indexing.
X2 Writing, including short-hand and materials for writing.
X3 Paleography.

[1] Letters on any subject (as "Letters on chemistry") go with the subject.

x4, x5	Catalogues of manuscripts arranged by languages.
x6	Illumination and other book ornaments.
x7	Printing (for literary purposes, excluding, therefore, photographic, telegraphic, and dry-goods printing): the art.
x8, x9	Printing: the history, arranged by countries.
xA	Incunabula: catalogues and history.
xB	Incunabula: the books themselves.
xC	Binding and book-preservation.

Book distribution.

xD	Publishing, bookselling.
xE, xF	Catalogues of publishers, booksellers, and auctioneers (arranged by countries).

Book-buying and book storage.

xG	Book-buying, book-collecting, bibliomania.
xH, xI	Private libraries: history and catalogues (including catalogues of those sold, and catalogues of private collections which have been incorporated in public libraries, but are catalogued by themselves).
xJ	Public libraries: general works and administration.
xK, xL	Management, reports, and history of particular public libraries, arranged geographically.
xM, xN	Catalogues, arranged geographically.

Book description.

xP	Bibliography in general.
xQ	Remarkable books (condemned, imaginary, lost, privately printed, rare, vellum printed, etc.).
xR, xS	Anonymous and pseudonymous books, arranged by countries.
xT, xU	Bibliography, arranged by countries.
xV, xW	Literary history, arranged by countries.
xX	Subject bibliography, arranged in the order of subjects.
xY, xZ	Selection of reading, arranged by countries.

National bibliography (xT *and* xU).

Arranged exactly like the following class, *mutatis mutandis.*

Literary history (XV *and* XW).

Literary history is divided by countries. Under each country there may be the sections: —

.5 Dictionaries.
.7 Periodicals.
.8 Societies.
.9 Collections of three or more authors.

The *general* history follows; then comes, as subdivision 1, history of, and criticism upon, *single* authors, as —

XVE1.M6 a criticism on Milton;

next, the history of special *forms* of the literature, corresponding to the list of the forms given on p. 29, as —

(VEP being English poetry)
XVEP history of English poetry;

next, the history of special *periods*, in the following order (for England) —

XVER To Elizabeth.
XVES Elizabeth.
XVET Stuarts.
XVEU Anne and the Georges.
XVEV Victoria.
XVEW The future.

Next, the history of *classes* of writers (subdivision X), and, finally, the literary history of particular places (subdivision Z), as —

XVEZM3 Literary history of Manchester.

CAUTIONS.

Lest any one should be misled by observing that the initials of some class names have been selected as the marks for those classes[1]

[1] In the main classes: C Commerce, M Medicine, S Sports, T Theatre and Music, W Western literature; and in the geographical list: E England, F France, G Germany, H Holland, I Italy; also (C being Scandinavia), CS Sweden, and (D being Great Britain), DS Scotland, DW Wales, and (R being Southern Europe), RS Mediterranean Sea. These are enough to afford considerable help to the memory, the more especially as E, F, G, and I, stand for the countries having the fullest literature.

into thinking that the whole notation has been made mnemonic in this way, it is necessary to say that this can be done only to a limited extent, because (1) there are not enough letters for all the classes, and figures have to be used in nine cases; (2) several class names begin with the same initial (unless one adopts unusual names); and (3, and most important), the classes are intended to succeed one another according to some natural relationship; if they are all marked by the initials of their names this order would be greatly distorted to conform to the entirely different order of the alphabet. No attempt, therefore, has been made to construct a *notation by initials*, and what has been done in this direction must be considered an accessory and somewhat accidental advantage of the scheme, and not its main characteristic.

Readers must also remember that they will by no means find *all* that the library contains about a subject on the shelves assigned to that particular subject, because:

1. A special topic may be treated in more general works, as the reign of a king in the histories of his kingdom, the description of a city in a book of travels through the whole country in which it is situated, an account of a plant in general works on Botany or on Natural history. In this case, as such general works belong to the same class or even the same division, the information required would be found in the immediate neighborhood.

2. One may have to go farther to consult encyclopædias and other books of reference.

3. A treatise on the topic in question may form part of an author's collected works, or be one of a volume of essays published by him, and, therefore, be put in the class Literature.

4. An important book may be bound with one on some other subject, and, therefore, necessarily be placed in some other part of the library, or it may be bound in a collection of miscellaneous pamphlets, with the same result.

It may also be necessary to point out that, as books often treat of more than one subject, and as books treating of different subjects are sometimes bound together, but can be put in only one place, and, moreover, as different persons will not always agree what is the best place for certain doubtful books, and as, finally, there may be a difference of opinion, or a lapse of memory in regard to the name of the author, — to say nothing of the difficulties of anonymous and pseudonymous books, — it must some-

times happen that the inquirer will not find a book where he thinks it ought to be. The catalogue, therefore, will be the only sure guide to the place of the books, sure, that is, in all cases.

No one is *obliged* to remember any of these marks, or to understand what they mean; no one, not even an attendant, is expected to remember them all. The mark of a book can always be ascertained from the catalogue; the place of its class in the building is given in the local list; the particular part of the alcove is indicated by the shelf-guides. To find the book, therefore, it is only necessary (1) to consult the catalogue and the local list; (2) to know the succession of figures and the order of the alphabet; and (3) to remember that in the combination of letters and figures used here, the figures always come before the letters (92 before A1, B8 before BB, 59 before 5A).[1]

For example: Martin's Histoire de France is found from the catalogue to be marked 8F–M36. From the local index it appears that 8F is at present in Room 34, Alcove I. The dash after 8F warns us to look for a green guide, which is easily found, bearing the inscription, "Here begins section 8F History of France." Running the eye along the backs of the neighboring volumes one sees the author-marks AD1, B64, C35, C88, D24, and so on till M36 is reached. After a little practice one would not take the trouble to look through the section in this way, but would look at once at the middle of the section, knowing that M must be near the middle of any series of alphabetically arranged books.

---

[1] Advantage has been taken of this property under several classes to separate from the other works certain groups of books written in a particular form (as Dictionaries, Guide-books, Periodicals, Publications of societies, and Collections) by placing a figure immediately after the size-mark, using a different figure for each group:—

5 Dictionaries.
6 Handbooks, Compends, Guide-books.
7 Periodicals.
8 Society publications.
9 Collections.

All books in which a *figure* comes immediately after the size-mark, must, of course, precede those in which a *letter* follows the size-mark, *e.g.:*—

VE·8P Percy Society's publications.
VE·9Y Young's Old English prose writers (a collection).
VE·AD Addison's works.
VE·B1 Bacon's works.
VE·D8 Dryden's works.
H8·5W Watt's Dictionary of Chemistry.
H8·7C Chemical news (a weekly).
H8·8C4 Chemical Society's publications.
H8·G5 Gmelin's Chemistry.

If we had wanted Voltaire's Louis XIV., we should have found it marked 8FD·V88. The local list shows the class to be in the same alcove; its red guide (which we look for on account of the ·) appears some distance beyond the class 8F; and V88 is, of course, near the end of the section 8FD.

Those who habitually use any class will soon get familiar with its mark and its main divisions, as they used to do with the alcove number, and more readily than they learned the old meaningless alcove and shelf numbers, both because of the use of initials and because of the symmetry in different parts of the classification, which is produced by the use of the geographical list.[1] In those parts of the library which people do not use enough to become familiar with, they may still find their way about, as before, by asking the attendants.

5. It also frequently occurs that a large part of one class deserves almost equally well to be put in another. Biography, for instance, is largely illustrated by works which must be put in Literature under the division Letters. On the other hand, the latter section needs to be supplemented by the class Biography, because many letters are printed with biographies, as "Life and letters," "Memoirs and correspondence," and the like, so that neither class is complete in itself. And yet there must be the separate division Letters, because epistles are by no means exclusively biographical. Again, the History and the Politics of a country are very much illustrated by its oratory; yet it would not do to put all speeches under History. It will be seen, therefore, that the Classification must limit its purpose to the satisfaction of obvious questions; for what might be called investigations of the second order, some thought and ingenuity is needed on the part of the inquirer, and assistance must often be obtained from the catalogue. I propose, when the work is farther advanced, to prepare an index of subjects with notes giving hints similar to the remarks above on Letters and Orations.

Finally, it should be understood, that the purpose of the arrangement on the shelves is not to enable one to find a particular book, but to enable him to find the books on a particular subject or of a

[1] For instance it would not be easy to commit the list of countries to memory; but when in subject after subject a man finds books about England succeeded by books about France, and those by books about Germany, the Netherlands, Spain, Portugal, and Italy, always in the same order, he will in time come to regard that as the only possible sequence ,and find his book among them without thinking.

particular literary form. It does, indeed, answer the former purpose to a limited extent. Thus, it is easy to find in an instant, without recourse to the Catalogue, Tennyson's poems, or Shakespeare's plays, or Thackeray's novels, or Hume's England, or Agassiz's Zoölogy, Gray's Botany, Huxley's Biology, Tyndall on Light, Young on the Sun. But this is not the main object. Therefore, the sorting out of books in classes is determined in general less by their titles than by their contents. Thus, Chaucer's "Works," which are entirely poetical, are put in *English poetry;* Middleton's "Works," which are entirely dramatic, are put in *English drama;* and Milton's "Works," which contain both prose and poetry, are put in the more comprehensive class, *English literature;* Sir Humphrey Davy's "Works" will be in *Science*, and Sir Joshua Reynolds' "Works" in *Art.*

ORIGINS.

The classification and notation which have been described are a patchwork of devices taken from many different sources, put together with additions and improvements.

The plan of marking by subjects, instead of by shelves, — the "relative" or "movable" location, — has been in use in various libraries for a long time. In the West it is almost universal; in the East it is slowly extending.

The use of a mixture of figures and letters in numeration, allowing 35 classes to be numbered with one character each, and 1225 with two characters, instead of the 10 classes with one, and 100 classes with two, which is all that figures used by themselves permit, is a suggestion of Mr. Melvil Dui's. (See *Library journal*, 4 : 75–78.)

Alphabetical arrangement of a whole library in one alphabet, and alphabetical arrangement of the two special subjects, Fiction and Biography, have long been in practice; but M. J. Schwartz, of the Apprentices' Library of New York, was the first, so far as I know, to arrange alphabetically all of the sections of a minutely subdivided library. He certainly was the first to maintain this order by the use of a table in which the names were represented by numbers. (See *Library journal*, 3 : 6–10.) His table, however, was made on an entirely different principle from mine, the integral numbers from 1 to 99 being assigned to combinations of letters from Aaa to Zyz. The idea of using a table of decimal fractions, so as to be able to make intercalations *ad infinitum*, is my own.

Prefixing to these fractions the initial of the author is an idea borrowed from Mr. J: Edmands, of the Mercantile Library of Philadelphia, who has made an author table on a principle differing from both Mr. Schwartz's and mine, but, like Mr. Schwartz's, not designed for intercalation.

As to "parallel libraries" the name only is new. The plan is merely an extension and perfection of the practice which has always obtained at this library, and doubtless at many others, of keeping the reference books which are in the Reading Room and the pamphlets in the Pamphlet Room in the same general order as the classes in the library. The correspondence now proposed is simply more minute and exact.

The method of noting the sizes, of distinguishing the form-classes (Dictionaries, Periodicals, etc.), and of noting the title, the geographical list with its correspondences, many of the details of the classification, and of course its whole arrangement, are original with and peculiar to the present scheme.